eMARS User Group Meeting
August 15, 2006

Meeting Agenda

- Welcome   Alex Whitenack

- Procurement Issues   Fran Pinkston

- Conversion Process   Fran Pinkston

- Commodity Based
    Payments (Payables)   Barbara Aldridge-Montfort

- General questions

Visit the eMARS Web Site

http://finance.ky.gov/internal/emars/

eMARS – enhanced Management Administrative Reporting System

Left navigation:
- Our Cabinet
- Doing Business With Kentucky
- Internal Resources
- Archibus
- Cabinet Standard Procedures
- Customer Resource
- eMARS
- Emergency Procedures
- MARS
- Postal Services
- Procurement Cards
- Surplus Property
- Travel Regulations
- Buildings and Properties
- Newsroom

Applications

- eMARS (Financial Production) **NEW**

Communication

- Agency Implementation Contacts (07/07/06)
- Contact Us
- Frequently Asked Questions (05/31/06)
- Newsletters (08/03/06) **update**
- News and Alerts (on-going as needed) **update**
- Presentations (05/11/06)

eMARS Project Info

- Project Calendar
- Project Goals and Objectives (10/19/05)
- Project Team Organization Chart
- Project Team Contact Information (2/16/06)

Training

- eMARS End-User Training (ISGs, Materials, Manuals) (07/20/06)
- Registration (06/28/06) (Schedule, Catalog, MARS to eMARS Document and Course Map, and more)
- Project Training Materials (02/10/06)
- Train the Trainer (04/04/06)

Support Orgs

- Customer Resource Center
- Statewide Accounting Services
- Commonwealth Office of Technology
- Office of Material and Procurement Services
- MARS

A.I.L. Documentation

- Agency Implementation (06/12/06)
- Cost Accounting (07/03/06)
- Chart of Accounts (COA) Plan (08/08/06) **update**
- Conversion (08/01/06) **update**
- Financial (08/03/06) **NEW**
- Interfaces (08/01/06) **update**
- Procurement
- Reporting
- Vendor Self Service (VSS)
- Security/Workflow Approvals (05/19/06)
- Surveys (01/19/06) (Training, Reports, Interfaces, System Inventory)

Forms Library

- eMARS Forms (07/13/06)

eMARS News and Alerts

http://mars.ky.gov/alerts/marsnewsalerts.htm

infoAdvantage Reports Focus Group

- E-mail announcement to be released today to AILs.

- Get your report designers registered for one of the following sessions.
  - Tue – Aug 22 from 2:00 – 4:30
  - Thu – Aug 24 from 2:00 – 4:30

- Focus Group will be at Personnel Training Facility, 801 Teton Trail

Focused Help Sessions

- Would you like to have focused sessions where you bring documents that you are working on to the Annex Training Rooms?

- This would be similar to the Vendor Modification sessions that we conducted.

Procurement Issues

Requisitions

- Zero Dollar Line Items.

  Avoid – Keeps funding from forwarding to award.

- Event Type for Requisitions going to OMPS.

  Use PR01 to pre-encumber to validate funding

- Printing a Requisition or Universal Requestor

  Use the PRINT button

Procurement Issues

Solicitations and Modifications

- Solicitations Modifications not all posting to VSS.

    Requires a change to a document field, not just to attachments

- Deleting Attachments from previous versions of Solicitations.

    Do not do this !!! as it causes problems posting the attachments to VSS.

- Header level attachments require an Attachment type of "STANDARD"

    Change the default of Document XML to "Standard"

- Do not use the Commodity T&Cs

    Use only the T&C component or the Supporting documents.

Procurement Issues

Document Assembly

- Formatting – Keep it Simple!!!

- Breaks Between Attachments

  Use Supporting Documents

- Include by Full Text

  Change default of By Reference

- Trouble Shooting Failed Assemble

Procurement Issues

Solicitation Responses and Evaluations

- Vendor No-Bids

  - Causes problems later on when trying to Submit the EV to final. This is a defect for which we will be receiving a patch.

- Award Justification

  - Please click "INSERT NEW LINE" After selecting the vendor.

- Only Award one Vendor at a time.

- Correcting Generated Awards

  - Discard incorrect document and regenerate

Other Issues

- Wrong MA reference on converted DO's

    Correct MA number in Agreement Reference Section

- Event Types and Matching

    Use PR05 unless you have a valid reason not to

- Rounding

- Fluctuating Lines

- Cited Authorities
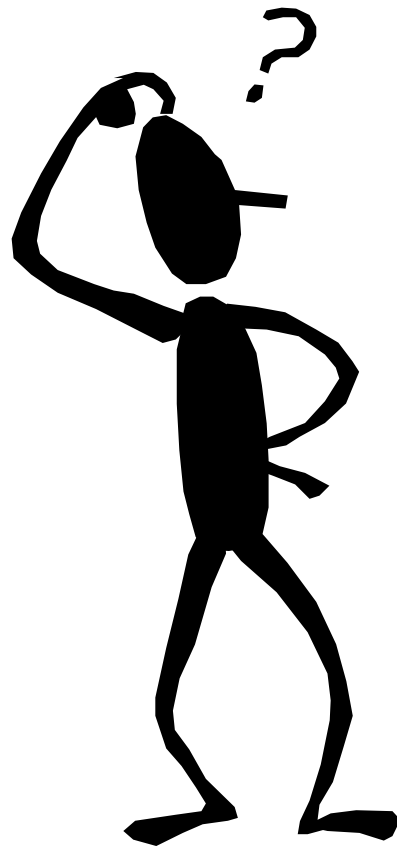
Conversion Process

What was Converted?

- Over 1,600 Master Agreements
- Over 238,000 Catalog Lines
- Over 2,400 PO2 Documents
- Over 4,200 PON2 Documents
- Nearly 4,000 Encumbered Awards

Conversion Process

- Documentation on contracts that were converted and the document types they were to be converted to was provided in April and is still available on the eMARS Web Site.

- No additional contracts will be converted

Commodity Based Payments (Payables)

- Rounding on PRC's from URCATS or URSRCHMA

- Matching PRMs and PRMIs

- Converted awards with no funding

- Payment goes to different vendor address

- Disbursements
  - Communication to vendors
  - Changing Disbursement Category

Questions?